

## **SECRETARY**

### **DISTINGUISHING FEATURES**

The fundamental reason the Secretary position exists is to perform a variety of administrative support tasks for one or more City programs. This classification has the responsibility for average-to-difficult assignments requiring general clerical skills. This classification is not supervisory. Work is performed under general supervision by various management levels. A Secretary may work alone for one major program or as part of a team that handles a number of administrative functions or programs. The Secretary is distinguished from the Support Specialist by performing average to difficult assignments, and the level of independent judgment exercised over routine assignments. It is differentiated from Administrative Secretary by the degree of independence in decision making affecting programs or operations, level of projects assigned, and the complexity in the series of tasks performed.

### **ESSENTIAL FUNCTIONS**

Answers varied inquiries, over the phone or in person, explaining policies and procedures and resolving routine questions or problems independently.

Prepares a wide variety of routine correspondence including: letters, reports, memos, statistical charts, and other materials related to assigned responsibilities.

Acts as receptionist, greeting visitors, responding to telephone inquiries and directs inquiries to appropriate staff.

Opens, sorts and distributes incoming mail.

Reproduces documents/materials on copy equipment and shreds materials as needed.

Operates a keyboard to enter data or information into a personal computer (PC) to produce support materials used for publication or distribution in a timely manner.

Creates and maintains complex records, databases, and integrated filing systems which may involve confidential matters.

Sorts, indexes, and files materials numerically, alphabetically or by some other predetermined classification according to established procedures;

Assembles and reviews files or records, updates material, prepares material for action, and makes final distribution of records, files, or information.

Retrieves/tracks files or information for manual and/or automated computer files.

Visually verifies and reviews materials for completeness and accuracy.

Proofreads and edits documents.

Schedules meetings, conference room bookings; maintains various electronic calendars, and prepares reference materials.

Performs physical inventories of office supplies to determine level or amount for reorder; orders and maintains office supplies.

Attends meetings, take minutes and transcribes as necessary; or acts as secretary to a Board or Commission.

Maintains regular consistent attendance and punctuality.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:

Proper business English, spelling, grammar and arithmetic.

Modern office practices and procedures and equipment operation.

PC software applications necessary to perform work including Microsoft Office software, Word, Excel, PowerPoint, and Access.

Ability to:

Type/key 45 wpm (words per minute) net on a daily routine basis.

Prepare original correspondence with clearly organized thoughts using proper sentence construction, grammar and punctuation.

Make numerical computations including adding, subtracting, multiplication and division.

Comprehend and make inferences from written material and verbal and/or written instructions.

Operate a variety of standard office equipment including a personal computer (PC), terminal, telephone, calculator, 10 key, photocopy and fax machines requiring continuous and repetitive arm, hand and eye movement.

Listen and communicate effectively both orally and in writing with all those encountered in the course of work.

Comprehend and make inferences from written materials.

Maintain hard copy and computer files and filing systems.

Establish and maintain effective working relationships with co-workers, supervisors and the general public.

Remain in a sitting position for extended periods of time.

Move light objects weighing less than 20 pounds, such as mail, supplies, and files short distances.

### **Education & Experience**

Requires graduation from high school or a GED and any combination of training, education, and experience equivalent to two years responsible clerical/secretarial work, including typing/keying 45 wpm (words per minute) net and receptionist work. The skill to operate a PC and use word processing software is also required. Supplemental coursework/training in computer software applications, secretarial coursework, or related subjects is desirable.

A valid Arizona driver's license with no major driving citations in the last 39 months is required for all driving positions.

FLSA Status: Non-exempt

HR Ordinance Status: Classified